



## **Executive Director, Catholic Campus Ministry Association**

In partnership with the Executive Board of the Catholic Campus Ministry Association (CCMA), the Executive Director (ED) will lead the CCMA to the next level of mission success. In doing so, the ED will strengthen the CCMA's ability to empower leaders in Catholic campus ministry and advance the faith within higher education. The ED embraces the responsibility for building the CCMA into a thriving national organization by:

- Strengthening the CCMA's institutional capacities;
- Expanding strategic partnerships;
- Building new relationships with industry leaders; and
- Advancing the CCMA's leadership role within the Catholic campus ministry community.

The ED reports to the CCMA Executive Board through the Executive Board Chair and other regular communication channels. The Executive Director is an ex-officio member of the Board and all committees. The ED is evaluated annually through a process jointly developed by the Executive Director and the Board Chair. Working collaboratively with the CCMA Executive Board, the ED leads the creation and implementation of short-term actions and long-range plans to fulfill these responsibilities and build a professional team dedicated to the success of CCMA's mission.

### **Principal Responsibilities**

- *Strategic Vision and Leadership*
  - Recruit, train, organize, evaluate, and support the success of a staff of professionals and volunteers dedicated to advancing the mission of the CCMA.
  - Be the leading advocate around the country for the CCMA's mission and vision; representing the CCMA with the highest levels of professionalism and dedication.
  - Develop and execute policies, procedures, decision-making processes, and regulations that create a high functioning, healthy and collaborative work environment.
  - Collaborate with the CCMA Executive Committee to identify short and long term, institutional goals: and create, refine, and implement a strategic plan that advances the mission and vision of the CCMA.
  - Cultivate a strong, engaging, and transparent working relationship with the Board; and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
  - Create opportunities for the CCMA to grow in influence and impact in advancing the mission of the Church within campus ministry and higher education in general.
  - Continually evaluate ways to increase membership and enhance our value to our members and partners.
- *Development & Finance*
  - Ensure that the flow of funds permits the CCMA to make continuous progress towards the achievement of its mission, and that those funds are allocated properly to reflect present needs and future potential.
  - Ensure that a comprehensive marketing, communications, and development plan is created and executed to provide consistent messaging and enhance revenue from major donors, foundations, and other partners.
  - Be a committed and proactive partner to identify, qualify, cultivate, solicit, and steward major donor prospects.
  - Steward CCMA's commitment to financial transparency, accountability, FASB standards, and ethical standards.
  - Work collaboratively with the CCMA Executive Board to ensure proper financial reporting and budgeting.
  - Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- *Operations, Infrastructure, and Program Development*
  - Develop systems to track and evaluate current programs and services to ensure high quality delivery at every level.
  - Expand and enhance operations and competencies to accommodate future growth and continual improvement
  - Facilitate cross-departmental collaboration and strengthen internal communications.
  - Continually identify new opportunities to expand the institutional impact of the CCMA.